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Chief, Management Staff

16 March 1956

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Chief, OEM Staff (DD/I and DD/E Areas)

Work Report, Week Ending 15 March 1956.

1. Project 6-25, Personnel Records Survey

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25X1A9a [REDACTED]. Survey phase completed; posting to analysis sheets 30% completed.

2. Project 6-16, Survey of Personnel Procedures

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Commo installation of Manpower Control System is held up pending concurrence of the Budget Division. A meeting of all concerned was held in Mr. Mason's office and problems affecting adequate budgetary control were resolved. Concurrence is now expected.

3. Project 5-80, Review of Procedures, Printing Services Division

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25X1A9a No change in status.

4. Project 5-1a, Fiscal Division

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25X1A9a [REDACTED]. A meeting was held 13 February 1956 to consider a program for further mechanization of the payroll operation. Those attending were Chief and Deputy Chief, TAB and Chief and Assistant Chief, Machine Records Division, Office of the Comptroller and Mr. [REDACTED]. Subjects being considered are, computing pay from base salary rather than established normal; processing bonds, leave, change in type of time and attendance reports, and necessary controls needed for additional mechanization.

5. Project 6-24, Survey of Separation Procedures

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25X1A9a Interviews with the Central Processing Branch reveal that CPP does not handle personnel who are separating; however, it does follow much the same procedure on personnel going overseas as the Counseling Branch does in separating personnel. However, CPP does nothing if the returnee announces his intention to resign.

Analysis of collection case folders is almost completed. There are 31 cases resulting from resignations which occurred in 1955; however, seven of these involved sums payable to the resignee. A majority of the other cases involved travel advances to DD/P personnel. A meeting has been scheduled with the Chief of the Property Audit Branch, Audit Staff to obtain his advice on the problem involving non-expendable property.

6. Project 5-46, ELINT Study

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7. Project 5-73, OSI Reorganization

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25X1A9a has obtained a new functional statement from OSI for one of the questionable

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positions in the Fundamental Sciences Division. If the statement is satisfactory, the T/O should be ready for submittal to the DD/S. Branch functional statements are being written by the divisions and submitted to the Acting Executive Officer.

8. Project 5-62a, Survey of Industrial Register [REDACTED] No change 25X1A9a
in status.

9. Project 5-62, Study of all Registers, OGR [REDACTED] No change in 25X1A9a
status.

10. Project 5-72, Cartographic Support Regulation [REDACTED] No change 25X1A9a
in status.

11. Project 6-21, Study of Agency Clipping Services Provided by OGR
25X1A9a and DD/P [REDACTED]. Mr. [REDACTED] met with the Executive Officer,
OGR, and other interested parties for preliminary discussions regarding the
present "News Clipping Service" furnished by the CIA Library. 25X1A9a

12. Project 6-14, Study of Overtime Practices. No change in status.

13. ME-808, Reorganization of Publications Unit, FDD. Several problems
have arisen in connection with this T/O request requiring meeting with the
Position Evaluation Division and the obtaining of additional information
from FDD. First, there's no Publications Unit officially recognized on the
T/O to reorganize; secondly, the proposed organization would create several
supervisory positions as well as specialized proofreader positions at the
expense of existing Clerk-Typist positions. Workload on the typing of
proofreading has been requested from FDD. 25X1A9a

14. ME-793, Transfer of T/O Slot From CIA Library to the Printing
Plant, OL. Completed. 25X1A9a

15. ME-811, Change in T/O of the Office of the DD/I. In process.
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16. Miscellaneous

a. Analysis of Manpower Survey [REDACTED]). An
examination of the documents on manpower utilization prepared in connection
with the study by the House, Post Office and Civil Service Committee has been
completed. The problems have been isolated and are now being prepared in
final form for discussion. 25X1A9a

b. OGR Reorganization and Reduction of T/O to Ceiling [REDACTED].
Suggestions made to the Executive Officer relative to the proposed reorgani-
zation are under consideration together with the problem of transferring
certain current economic intelligence functions and slots to OGR. 25X1A9a

c. Production Control System, Photo Intelligence Division, OGR [REDACTED]. 25X1A9a
25X1A9a Mr. [REDACTED] conferred with Messrs. [REDACTED] regarding the establishing
of a "control" for a new photographic intelligence service being developed 25X1A9a

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to supply requests from within the Agency and from other government agencies. The representatives of PI were escorted through the Printing Plant, and the Production Control System, developed in collaboration between the Management Staff and the Printing Services Division, was explained and found to have considerable applicability to the PI problem.

d. Reduction of T/O to Ceiling, Offices and Staffs of the DDC. The majority of the major Offices have submitted requests for bringing T/O and ceiling into line. A meeting has been arranged for the 16th with the Personnel Officer, OTR to resolve problems in connection with the Offices' T/O, particularly positions at [REDACTED]. The Assistant Chief, Administrative Staff, Office of Logistics, reports that all divisions but one have been brought into line in Logistics and it is hoped that the Logistics T/O will be forwarded to the Management Staff on the 16th.

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e. Messrs. [REDACTED] attended the meeting on Executive Management Staff Work in Large Organizations and Mr. [REDACTED] attended the meeting on Automation and the Public Service sponsored by the American Society for Public Administration at their annual conference held at the Hotel Statler, Washington.

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[REDACTED]

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